



Employee Support of Guard and Reserve (ESGR) Representative (Contractor Position)

IIF Data Solutions is looking for an individual to assist in the management, oversight, guidance and support of Wyoming's ESGR statewide program. This program has been established to promote cooperation and understanding between Reserve component members and their civilian employers and to assist in the resolution of conflicts arising from an employee's military commitment.

Specific duties will include, but are not limited to:

- Assist with establishment and maintenance of liaison with employers of Reserve Component military members.
- Provide counseling, training, administrative and coordination expertise to ESGR programs.
- Analyze current ESGR program, ensuring compliance with headquarters policy, guidance and accreditation standards.
- Plan and assist with the execution of required ESGR conferences and meetings.
- Develop, plan and conduct training related to ESGR programs.
- Assess program requirements to ensure availability of needed resources.
- Prepare and monitor program budget.
- Prepare ESGR marketing plan to local RC community.
- Develop effective systems and procedures to solicit and encourage volunteer support.

Successful candidates will have: working knowledge of ESGR; knowledge of military personnel and HR matters; thorough knowledge of USERRA; previous experience in volunteer program design and management; excellent PC skills (Microsoft Office – Word, Excel and PowerPoint required); excellent interpersonal skills.

The home office for this position will be Cheyenne, but statewide travel will be required. IIF Data Solutions offers a comprehensive benefits package and competitive salaries as outlined below:

Salary Range: \$48,000 - \$52,000
Health Insurance (Medical, Dental, Vision)
Life Insurance
Disability Insurance
401k Retirement Plan – Company Match
Paid Time Off – 10 Days Vacation; 10 Holidays; 5 Sick Days Annually

Individuals interested in this position should send their resume (Word document preferred), along with salary requirements via e-mail to hireme@iifdata.com.